



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1540.52
OP-112E

11 AUG 1988

OPNAV INSTRUCTION 1540.52

From: Chief of Naval Operations

Subj: ON BOARD TRAINING (OBT) PACKAGE PROGRAM

Ref: (a) OPNAVINST 1500.44A (NOTAL)
(b) OPNAVINST 1540.51 (NOTAL)
(c) OPNAVINST 3120.32B

Encl: (1) Notional OBT Package Development Architecture
(2) Sample Procedural Guidelines

1. Purpose. To establish policy and procedures and assign responsibilities for the On Board Training (OBT) Package Program for Navy Training Plans, General Military Training, and other general non-tactical training as identified by the Fleet Commanders.

2. Background. The introduction and support of modern OBT systems and the positive effects of these systems on unit readiness require OBT systems development and implementation be closely coordinated among Fleet users, training activities, and training/trainer acquisition agencies to ensure valid Fleet training requirements are met. Standardized development procedures and warfare community coordination will eliminate redundancy and produce OBT materials which will meet the needs of the total force. OBT and formal schoolhouse training must be complementary and designed as an integral system, supporting a training continuum.

3. Definitions

a. On Board Training (OBT). OBT is training conducted by a command to both develop and refine individual operator and maintenance skills, individual and team watch station qualifications, General Military Training and any other training conducted by the command in other than a formal schoolhouse context. Examples of OBT include the following:

(1) On-the-Job Training (OJT). OJT takes place in the actual job situation during daily operations and routine maintenance evolutions. OJT can develop basic skills or reinforce formal school training. OJT is often conducted with the trainee under the supervision of a qualified operator/maintainer. Further, OJT can also be conducted within the unit by a mobile training team.

11 AUG 1988

(2) On Board Maintenance Training (OMT). Unit level training courses which are designed to improve maintenance skills. Included within this definition is contractor assisted OMT where a contractor conducts maintenance instruction on board the unit to provide transition or proficiency training on a new or existing system/sub-system/equipment.

b. Fleet OBT Coordinator (FOBTC). A command designated to act as central coordinating authority to identify, prioritize and standardize fleet training requirements to be met by the development of an OBT system. Training and Tactical Development, Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) (N9) and Deputy Chief of Staff for Training, Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) (Code 05) have been designated by their respective Fleet Commanders as the Fleet OBT Coordinators.

c. Clearinghouse Agent (CA). The principal command designated as having overall responsibility for administrative support of the OBT program. Chief of Naval Education and Training (CNET) is designated as the CA for the purposes of this instruction.

d. Training Agent (TA). A major command assigned training responsibilities such as curriculum development and formal schoolhouse instruction to some major portion of the Navy's total training effort. Reference (a) lists the following as Training Agents: Chief of Naval Education and Training (CNET), Naval Medical Command (NAVMEDCOM), Naval War College (NAWCOL), U.S. Naval Academy (USNA), Commander in Chief, U.S. Pacific Fleet (CINCPACFLT), Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT), and Commander Naval Reserve Force (COMNAVRESFOR).

e. Project Manager. The individual within the Systems Command (SYSCOM) responsible, within well-defined boundaries of time, resources, and performance requirements, for executing an approved project.

f. Instructional Systems Development (ISD). A defined process for analysis, design, development, implementation and evaluation of instructional programs.

g. Program Sponsor. The Deputy Chief of Naval Operations (DCNO)/Assistant Chief of Naval Operations (ACNO) who, by organizational charter, is responsible for determining program objectives, time phasing and support requirements, and for appraising progress, readiness, and military worth for a given system, function or task. The Program Sponsor is the primary Navy spokesman on matters related to the requirement for development and progress of the particular program.

a. The OBT Package Program is established to provide for the coordinated and systematic determination of requirements, prioritization, development, life cycle maintenance and distribution of training materials to meet total force OBT requirements. The generic architecture and sample procedural guidelines for this mechanism are provided in enclosures (1) and (2).

c. The OBT development process involves three basic phases:

(3) Distribution phase - The phase in which developed OBT packages are distributed. A rapid feedback mechanism shall be included in the OBT package.

e. When an existing formal course of instruction is determined to be better served as an OBT package, the formal course will not be cancelled until the OBT package has been fully developed or purchased, tested and distributed.

3

11 AUG 1988

g. OBT package development must consider not only the training requirement, but also the limitations of the shipboard training environment. Stand alone training packages should be pursued to minimize the impact of limited time, space and shipboard instructor availability factors.

h. Selection of OBT media delivery systems should consider the following factors:

(1) Manning. Whenever ISD procedures indicate self-instructional materials may be an appropriate medium for OBT, this option will receive consideration as a means of limiting the training burden on shipboard personnel.

(2) Shipboard environmental constraints. As stated above, the OBT package development process must recognize that space for training and storage of training materials is limited.

(3) Safety considerations. Instructional content and delivery media will be compatible with all applicable safety requirements.

(4) Embedded training. OBT will capitalize on the availability of system capabilities where possible.

(5) Standardization. A necessary component of the OBT design and development process which should consider use of:

(a) Existing fleet training programs to deliver OBT.

(b) Multipurpose instructional equipment (hardware and software) to minimize the amount of operating knowledge required, promote compatibility, and facilitate maintenance.

(c) Standardized format for OBT packages to minimize the time required to become familiar with the use of the training packages.

(d) Generic content of instructional packages, unless fleet or specific ship requirements dictate otherwise.

i. Instructional delivery guidelines for OBT packages:

(1) To promote quality control and standardization, shipboard personnel assigned training responsibilities should complete the Shipboard/Workcenter Instructor Indoctrination Course (CIN A-012-0023).

11 AUG 1988

(2) OBT instructors should be selected based on subject matter expertise, individual instructional skill and the specific training requirement.

(3) OBT will be fully integrated at all levels of command training programs, including planning, execution, documentation, and feedback as outlined in reference (c).

5. Responsibilities and Actions

a. Chief of Naval Operations (CNO)

(1) Deputy Chief of Naval Operations (DCNO), Manpower, Personnel and Training (OP-01).

(a) Provide overall policy, guidance and coordination for the OBT Package Program.

(b) As program and resource sponsor for General Military Training (GMT), approve and provide sponsorship for each new GMT-OBT project.

(2) DCNOs/ACNOs (less OP-01).

(a) As program sponsors, provide specific guidance and coordination as required for OBT matters relating to their programs.

(b) As resource sponsors, approve new OBT projects and make appropriate program submissions in support of the Navy budgetary process to implement OBT projects.

b. Systems Commands

(1) As a Project Manager, ensure OBT is adequately considered during front end analysis and included in the related Navy Training Plans (NTPs) for new and/or modernized systems/subsystems/equipment. In addition, identify funding required to support their development.

(2) Maintain a single point-of-contact (POC) within the procurement organization training branch to provide direction and coordination for OBT package development. Ensure the participation of both the Fleet and Training Agent in the process.

(3) When directed, procure approved OBT materials for new and/or modernized equipment and systems as part of the acquisition process. Support OBT programs throughout systems acquisition and provide for OBT life cycle maintenance.

c. Training Agent

(1) Serve as the primary POC for the shore based training structure.

(2) Ensure the integration of on board and formal schoolhouse training requirements.

(3) Review OBT materials to ensure formal curricula and OBT materials are complementary. Where follow-on OBT will aid in reinforcement of a formal course of instruction, include instruction on the use of OBT as part of the formal course.

(4) Serve as the primary POC for subordinate activities involved in development of OBT training materials.

(5) Provide input to the CA to support a catalog listing effective OBT materials available for each type unit.

d. Fleet Commanders in Chief (FLTCINCs)/Type Commanders (TYCOMS)

(1) Establish fleet OBT requirements with appropriate emphasis on training standardization between the fleets.

(2) Jointly, with Atlantic/Pacific counterpart, review and recommend prioritized projects for development or procurement to CNO for approval.

(3) When necessary provide Subject Matter Experts (SMEs) to assist the CA, TA, or training support agent as appropriate in the OBT development phase.

(4) Make final review and approval of newly developed or procured OBT packages prior to distribution.

(5) Ensure Naval Reserve OBT requirements are addressed.

e. Commander Naval Reserve Force (CNRF)

(1) Provide OBT requirements to the appropriate TYCOM and FOBTC concerning Naval Reserve Force (NRF) training needs.

(2) Serve as the single POC for the TYCOMs to ensure unit level training and proficiency training for reserves are included in the OBT program.

(3) Ensure timely liaison with the TYCOMS, FOBTCs, and CA concerning OBT materials under development for distribution to NRF units in order to avoid duplication of effort.

11 AUG 1988

(4) Serve as the primary POC for the Naval Reserve to ensure afloat unit level training and proficiency training for reserves are included in the OBT program and to prevent duplication of effort between the active and reserve force.

f. Fleet OBT Coordinators

(1) Serve as the primary Fleet Points of Contact for coordination of all OBT related matters for their respective fleets.

(2) Coordinate with TYCOMS and the CA to ensure OBT material development avoids parallel development and duplication of similar materials.

(3) Coordinate with one another to develop and provide single consolidated, prioritized input on OBT requirements to the resource sponsors via chain of command and to the CA.

(4) Provide OBT specification requirements to the CA following published criteria. Specifications shall include a testing mechanism for each package to validate trainee accomplishment of instructional objectives.

(5) Ensure Fleet SME support to the CA in the OBT package development phase.

g. Clearinghouse Agent (CA)

(1) Develop and publish specification guidelines to standardize the OBT requirement identification process.

(2) Act as the central repository for all effective OBT materials. Maintain and distribute the OBT catalog.

(3) Research availability of existing OBT, or commercially produced off-the-shelf (OTS), material to avoid duplication of effort.

(4) Recommend the most cost effective media option for OBT development.

(5) Coordinate contractor support as required to develop an approved OBT system with appropriate Fleet SME support.

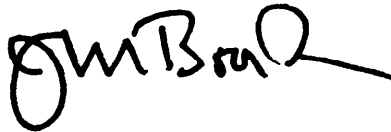
(6) To ensure fleet acceptability, coordinate with the respective TYCOMs for OBT product sampling by fleet users prior to fleet-wide distribution.

(7) Ensure a Fleet feedback mechanism is included in each OBT package as a quality control measure and establish standard guidelines for feedback submission and review.

h. Other Activities

(1) All Navy activities producing OBT materials in house will provide a copy to the FOBTC and CA as lead review agents. If the material is appropriate for expanded distribution to meet a previously stated training requirement, the FOBTC will propose the package for sponsor funding approval.

(2) Any unit or command desiring to comment on existing OBT programs or to propose new projects should forward recommendations to the FOBTC and the CA via the appropriate chain of command.



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(Manpower, Personnel and Training)

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OPNAVINST 1540.52

11 AUG 1988

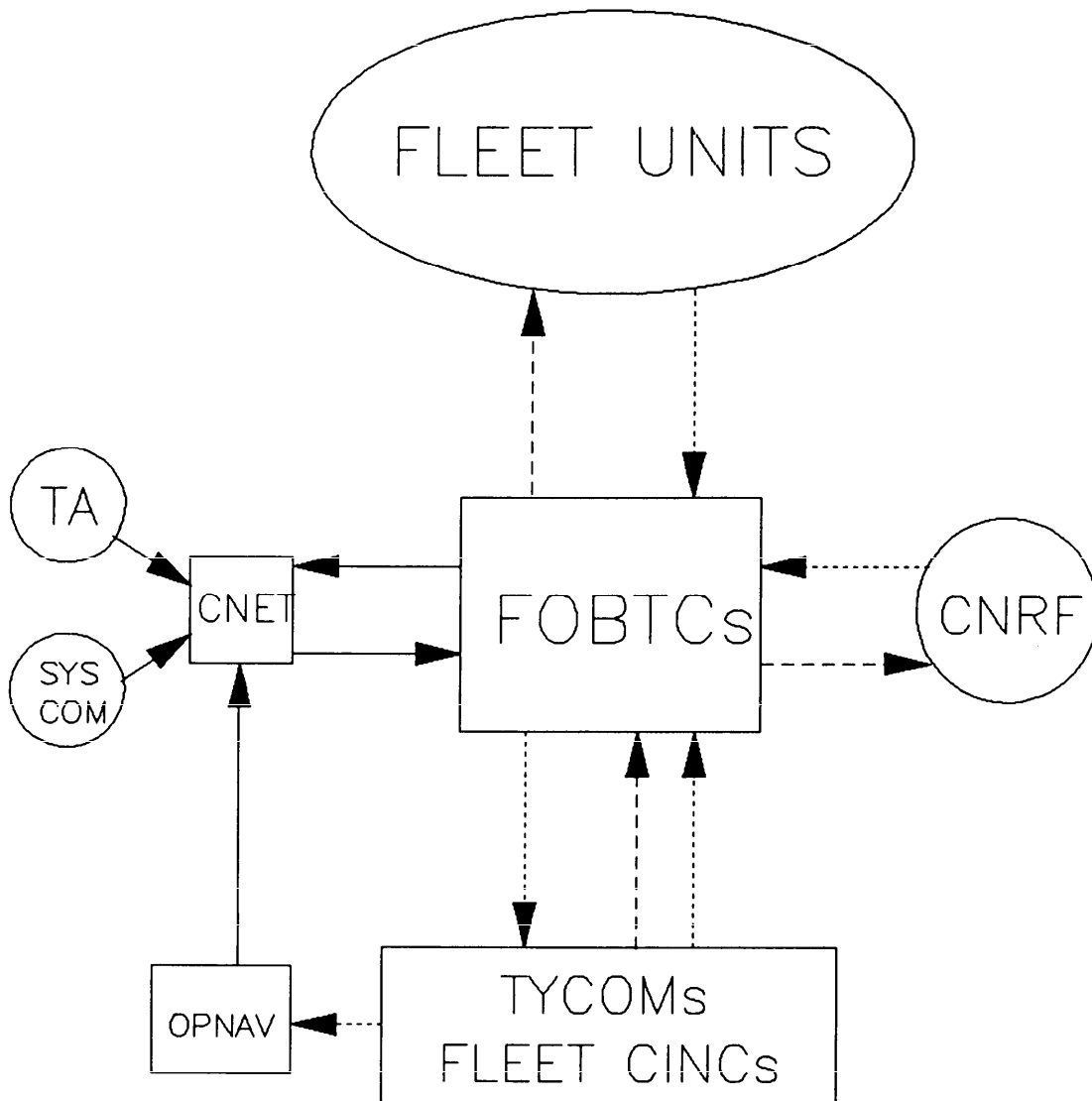
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NOTIONAL OBT PACKAGE DEVELOPMENT ARCHITECTURE



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11 AUG 1988

SAMPLE
Procedural Guidelines
for
Addressing OBT Requirements

1. Recommendations or requirements for new or revised OBT packages are submitted to the FOBTC.
2. The FOBTC provides a requirement request to the CA to determine if an existing OBT system, or off-the-shelf commercially produced training material can meet the training need or if a new system must be developed.
3. In liaison with the TYCOMs and the FLTCINCs, the FOBTC prepares a consolidated, prioritized list of all OBT packages recommended for development and sends it via the chain of command to the cognizant resource sponsor for approval and funding.
4. Development of the OBT packages is coordinated by the CA (or the TA/training support agent for OBT material as part of the system acquisition process). The CA will review/comment on the package prior to TYCOM directed distribution.
5. Feedback is provided to the FOBTC and CA for inclusion in new or updated OBT packages.

Enclosure (2)